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7 May 1987

MEMORANDUM FOR: Chief, Headquarters Operations, Maintenance  
and Engineering, OL

ATTENTION: Motor Pool

FROM:

Acting Deputy Director of Personnel for  
Employee Benefits and Services

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SUBJECT: Request for Transportation

1. I am requesting a van and driver for 13 May 1987 for a meeting several  
Agency employees are having  with NSA. The following is our ~~our~~  
proposed schedule for transportation:

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13 May - ~~8:45~~ <sup>9:00</sup> Pick up at  <sup>4</sup> people

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~~8:45~~ <sup>9:00</sup> Pick up at Hqs ~~4~~ <sup>3</sup> people

9:05 Go to  <sup>=</sup>

13 May 11:00 Return to   
11:30 Return to Hqs

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2. Please advise as soon as possible if the above transportation can be  
provided or if other arrangements can be made. Please contact   
on secure

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Subject: Thrift Recordkeeping for Selected NSA Employees

2. NSA indicated that they are experiencing initial difficulties reformatting their tape to meet CIA requirements. NSA plans to provide CIA with a TSP formatted tape, the first check, and a voucher, by the end of May which will contain the first and second conversions, and the first, second, and third production runs. By the end of June, NSA will be providing the tapes in the CIA format. The plan is to have NSA provide CIA with two tapes -- one in strict accordance with the TSP format, the other in the CIA format.

3. The initial proposal is that NSA will deliver the tapes to the OF/Disbursing Office, 6E29 CIA HQS building by the second Thursday of each pay period, if at all possible, with the understanding that it must be there by Friday. [ ] will check to insure the courier has access to the HQS building. OF/Disbursing would then take the tape to production and confirm that it matched the voucher. The voucher would then be delivered to [ ] [ ], OP/SPS, and the tape would be delivered to OIT for storage until the new software is installed.

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4. Initially NSA will be sending CIA a Treasury check made out to the U.S. Treasury.

5. CIA will be forwarding the NSA voucher and material to NFC on the same schedule as their own is forwarded. This means that CIA employees contributions will be posted to NFC the same day the employees receive a pay check. Because NSA has a different pay period, this will not be the case with their employees. NSA does not view this as a problem.

6. Agreement was reached on an initial outline of division of responsibilities as follows:

NSA Responsibilities

Transport of tape and voucher to CIA - in format/timing required by CIA

Support and fund additional costs that will in all likelihood be associated with transferring accounts [ ]

Ensure eligibility of the individuals to participate, advise CIA when the automatic 1% should commence, distribute statements and other information, process loan applications, and provide counseling on Thrift.

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Subject: Thrift Recordkeeping for Selected NSA Employees

Provide the necessary information regarding elections, changes, addresses, beneficiaries, etc., in format required by CIA.

Maintain individual Thrift Savings Plan files for participants.

CIA Responsibilities:

Transfer/deliver money to NFC.

Maintain individual Thrift accounts and generate statements.

Respond to balance queries from NSA Thrift Benefits Representative (not individuals) during interim periods between statements.

Reconcile money to vouchers and records transmitted from NSA.

7. The issue of a non-reimbursable to CIA from NSA at a later date was broached. [ ] indicated he had no problem in principle once the workload reached the stage it was deemed necessary.

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8. The issue of transmitting accounts to and from NFC for these sensitive individuals was deferred pending additional information from CIA [ ]

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9. The group acknowledged that there would continue to be technical changes on the Thrift is up and running that will need to be addressed.

10. After procedures have been developed by the CIA for transferring [ ] accounts, a meeting will be arranged with NSA to inform them of the procedures.

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[ ]  
Chief, Savings Plans Section

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